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June 15, 2009

Residents

Re: Presale Inspection of Properties  
Countryside, IL 60525

Dear Owner,

To help ensure that the City of Countryside continues to be a great place to live, work and shop, the City Council has adopted and approved Ordinance 09-02-O, requiring the presale inspection of properties. (Copies of City Code Section 8-12 are available at City Hall and on the City's website [www.countryside-il.org](http://www.countryside-il.org)). **Click on Info Resources, then City Code. Follow directions to access code. Click on Title 8 – Building Regulations and then Chapter 12 – Presale Inspection of Properties.**

The purpose of this ordinance is to establish a program for the identification, registration and regulation of buildings, properties or portions thereof, which are to be sold, to determine the responsibilities of owners or purchasers of buildings, and to provide for the administration and enforcement of City laws and ordinances, including the abatement of property maintenance violations and public nuisances.

The responsibility of complying with the presale inspection ordinance (City Code Section 8-12)) lies with both the seller and the realtor. As such, the following illustrates the obligations required to be fulfilled to obtain compliance:

- The owner of the property shall complete the presale inspection request form (see attached) and submit said form along with the required fee to the City Building Department at least 2 weeks prior to the scheduled date of the closing.
- The inspection report will be valid provided the subject real property is transferred within 120 days of the dated of the submittal of the inspection request form and the receipt of payment for the inspection.
- The seller must furnish the buyer with a copy of the presale inspection report no more than 120 days prior to the closing and no later than the day of the closing on the sale of the property.
- The seller shall file a request for an inspection report not less than 2 weeks prior to the proposed transfer of the real property.

- The seller shall not transfer real property so long as there are outstanding violations until one of the following has occurred:
  1. The seller has fully addressed all outstanding violations and received an inspection report from the City stating that such real property is in compliance, or
  2. The grantee or purchaser of the real property shall file a statement with the building official, duly sworn before a notary public, that such grantee or purchaser has received a copy of the inspection report and shall accept the property subject to the violations, which must be abated. In addition the grantee or purchaser shall submit any escrow monies or documentation required by Section 8-12-7A:
    - a) If the building officials estimate to correct the outstanding violations exceeds \$3,000.00, the purchaser will place the sum of \$1,500.00 in escrow with the city.
    - b) If the building officials estimate to correct the outstanding violations is less than \$3,000.00, the city will accept a notarized attorney's letter, the form to be provided by the building department, executed by the purchaser and the purchaser's attorney. Should the purchaser be unable to obtain an attorney's letter, the city will accept an escrow in the amount of \$750.00.
- The seller shall pay any and all reinpection fees prior to the closing of the real property.

Please be advised that a person participating in the sale of real property in violation of City Code Section 8-12, either as a seller or by receipt of a sales commission in connection therewith, shall be deemed in violation and be subject to all applicable penalties.

We appreciate your cooperation in this matter and thank you for helping to keep the City of Countryside a credit to us all. It is strongly urged that you obtain a copy of City Code Section 8-12 so that you are fully aware of your obligations. For further assistance please call City Hall at (708) 354-7270 for detailed information.

Sincerely,

Sharon Sweeney  
City Clerk

# Presale Inspection Request Form

Address of Property to be Sold: \_\_\_\_\_ Date: \_\_\_\_\_

Property Type: Commercial \_\_\_\_\_ Industrial \_\_\_\_\_ Multi-family \_\_\_\_\_ Single Family \_\_\_\_\_ Condominium \_\_\_\_\_

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1) Identify the name, address and telephone number of the current legal property owner or agent:

(Name) \_\_\_\_\_ (Phone) \_\_\_\_\_

(Address) \_\_\_\_\_

2) Indicate all improvements located upon the property to be sold and the type of construction of said improvements.

- |  |                                       |
|--|---------------------------------------|
| <input type="checkbox"/> Primary Structure | <input type="checkbox"/> Pool         |
| <input type="checkbox"/> Shed              | <input type="checkbox"/> Gazebo       |
| <input type="checkbox"/> Detached Garage   | <input type="checkbox"/> Other: _____ |

3) If the property to be sold is commercial or industrial property, indicate the total area of each building or structure.

(Building No.1) \_\_\_\_\_ (Building No. 2) \_\_\_\_\_

(Building No.3) \_\_\_\_\_ (Building No. 4) \_\_\_\_\_

(Building No.5) \_\_\_\_\_ (Building No. 6) \_\_\_\_\_

4) If the property to be sold is a multi-family building, provide the number of residential dwelling units per building.

(Building No.1) \_\_\_\_\_ (Building No. 2) \_\_\_\_\_

(Building No.3) \_\_\_\_\_ (Building No. 4) \_\_\_\_\_

(Building No.5) \_\_\_\_\_ (Building No. 6) \_\_\_\_\_

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## Inspection Fees:

- |   |          |                         |
|---|----------|-------------------------|
| 1. One- and two-family dwellings:               | \$175.00 | (Reinspection: \$75.00) |
| 2. All other buildings or structures:           |          |                         |
| a. Each dwelling unit:                          | \$225.00 | (Reinspection: \$75.00) |
| b. Each residential common area or public area: | \$225.00 | (Reinspection: \$75.00) |
| c. Each non-residential building:               | \$225.00 | (Reinspection: \$75.00) |
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By affixing his or her signature below, the owner agrees to comply with all rules and requirements outlined by the City of Countryside in Ordinance 09-02-O for the Presale Inspection of Properties, and the owner understands that the city will not issue real estate transfer stamps without compliance of said ordinance.

(Signature of Owner or Agent) \_\_\_\_\_ (Date) \_\_\_\_\_

# Common Compliance Requirements

for

## Condo Inspections

(Note: This list may not be all-inclusive)

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### I. INTERIOR

- The unit number shall be affixed to the door.
- The door and door locks shall be in good repair.
- The door lock and / or dead bolt shall not require a key to unlock from the inside.
- All walls shall be in good repair (no holes, major amounts of peeling paint, signs of mold)
- All flooring shall be in good repair (no holes in carpeting, tile isn't broken or peeling up. Normal wear and tear is acceptable)
- All electrical fixtures shall be properly installed and working properly.
- Lighting fixtures in clothes closets located less than 12" in front of the shelf shall be either a recessed incandescent light bulb or be a surface mounted fluorescent. Compact fluorescent bulbs are the equivalent of a standard light bulb in this situation and are not allowed.
- No electrical outlets shall be painted. Painted outlets shall be replaced.
- All electric boxes shall be closed (no missing covers, trim plates, knock outs)
- The electric panel shall be properly and completely labeled.
- All outlets shall be properly wired.
- Outlets shall not be loose (shall not move when something is plugged into them)
- All kitchen counter outlets and all bathroom outlets shall be GFCI protected.
- All plumbing fixtures shall be in good repair and be working properly (No flexible P-Traps, no holes in the wall under the sinks, toilet doesn't rock or move, all sinks and showers/tubs properly drain and the drain stoppers work)
- All windows shall be in good repair (no broken glass, seals or signs of leaking in around the windows)
- The balcony guardrail shall be in good repair and secured to the building
- The balcony doors are working properly and can be secured.
- There is a smoke detector in every bedroom.
- There shall be a smoke detector in the hallway within fifteen feet of all bedrooms.
- If there are natural gas appliances in the home, there shall be a carbon monoxide detector within fifteen feet of every sleeping room.
- The furnace and hot water heater shall be in good repair and operating properly. The temperature and pressure relief valve on the water heater shall be piped to within six inches of the floor in either copper or galvanized piping (plastic is not allowed).
- The dishwasher shall not be connected to drain through the garbage disposal.

# Common Compliance Requirements

for

## Single Family Property Inspections

(Note: This list may not be all-inclusive)

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### I. EXTERIOR

- Address number posted and clearly visible from the street.
- Exterior site is clear of garbage, debris or hazards.
- The façade of the building is maintained in good repair.
- Electrical wiring, equipment and fixtures are in good repair, and wiring is not exposed.
- All exterior electrical outlets are GFCI protected.
- All hose bibs are equipped with backflow protection either integrated or with a “screw-on” style vacuum breaker.
- Building is secured from unauthorized entry.
- The roof is free of leaks.
- The building is properly weather sealed.
- All accessory structures, including detached garages, parking lots, exterior lighting, fences, walls, trash enclosures, etc. are maintained structurally sound and in good repair.
- Property is clear of vehicles in disrepair or vehicles which are unlicensed or abandoned.

### II. INTERIOR

- Mechanical unit(s) operating to maintain minimum required temperatures.
- All exit doors are functional and in good repair with proper locking devices.
  - Exist doors must not require a key to lock/un-lock from the inside.
- All windows and exterior doors are functional and in good repair with proper locking devices.
- Access to all exits is clear and free of obstructions.
- All glazing is in good repair. (No broken or cracked glass.)
- All electrical systems, equipment, fixtures and wiring are in good repair.
- All receptacles along the kitchen counter, within the bathroom, within the garage or unfinished portions of the basement or within 6 feet of a water source are GFCI protected.
- All electrical wiring is properly installed, protected and enclosed.
- Access to all electrical panels and disconnects is clear and free of obstructions.
- Lighting fixtures in clothes closets located less than 12” in front of the shelf shall be either a recessed incandescent light bulb or be a surface mounted fluorescent. Compact fluorescent bulbs are the equivalent of a standard light bulb in this situation and are not allowed.
- No electrical outlets shall be painted. Painted outlets shall be replaced.
- All electric boxes shall be closed (no missing covers, trim plates, knock outs)
- The electric panel shall be properly and completely labeled.
- All outlets shall be properly wired.
- All plumbing systems, equipment and fixtures are in good repair and free of leaks.
- White, pre-made, rubber supply lines are not allowed on plumbing fixtures
- Vacuum breaker required on anything that a hose can be connected to.

- All plumbing fixtures shall be in good repair and be working properly (No flexible P-Traps, no holes in the wall under the sinks, toilet doesn't rock or move, all sinks and showers/tubs properly drain and the drain stoppers work)
- The dishwasher shall not be connected to drain through the garbage disposal.
- The furnace and hot water heater shall be in good repair and operating properly. The temperature and pressure relief valve on the water heater shall be piped to within six inches of the floor in either copper or galvanized piping (plastic is not allowed).
- All areas of the property are free of an infestation of rodents or insects. The unit number shall be affixed to the door.
- All walls shall be in good repair (no holes, major amounts of peeling paint, signs of mold)
- All flooring shall be in good repair (no holes in carpeting, tile isn't broken or peeling up. Normal wear and tear is acceptable)
- There is a smoke detector in every bedroom.
- There shall be a smoke detector in the hallway within fifteen feet of all bedrooms.
- If there are natural gas appliances in the home, there shall be a carbon monoxide detector within fifteen feet of every sleeping room.